

Monthly Developer / Consultant Process Training
Planning & Development Department
Session 7
Introduction to the new
CFA Process
and
Accela Automation Citizen Access

Please hold questions (and applause) until the end of the presentation



What will we be going over?

- Staff Introductions
- What is a Community Facilities Agreement?
- What changed?
- Why did we change it?
- How did we change it?
- What were the results?
- CFA Submittal Process refresh
- Accela Citizen Access introduction and navigation
- Adobe e-Sign introduction and navigation
- What happens when projects are completed?
- What's next?
- Questions / Closing



What is a Community Facility Agreement (CFA)?

A CFA is a contract between the City and a Developer that is required whenever the construction of public infrastructure is funded entirely or in part by a private developer.

Public infrastructure could include

- Streets
- Sidewalks
- Traffic signals lights
- Street lights
- Storm drain
- Water
- Sanitary sewer



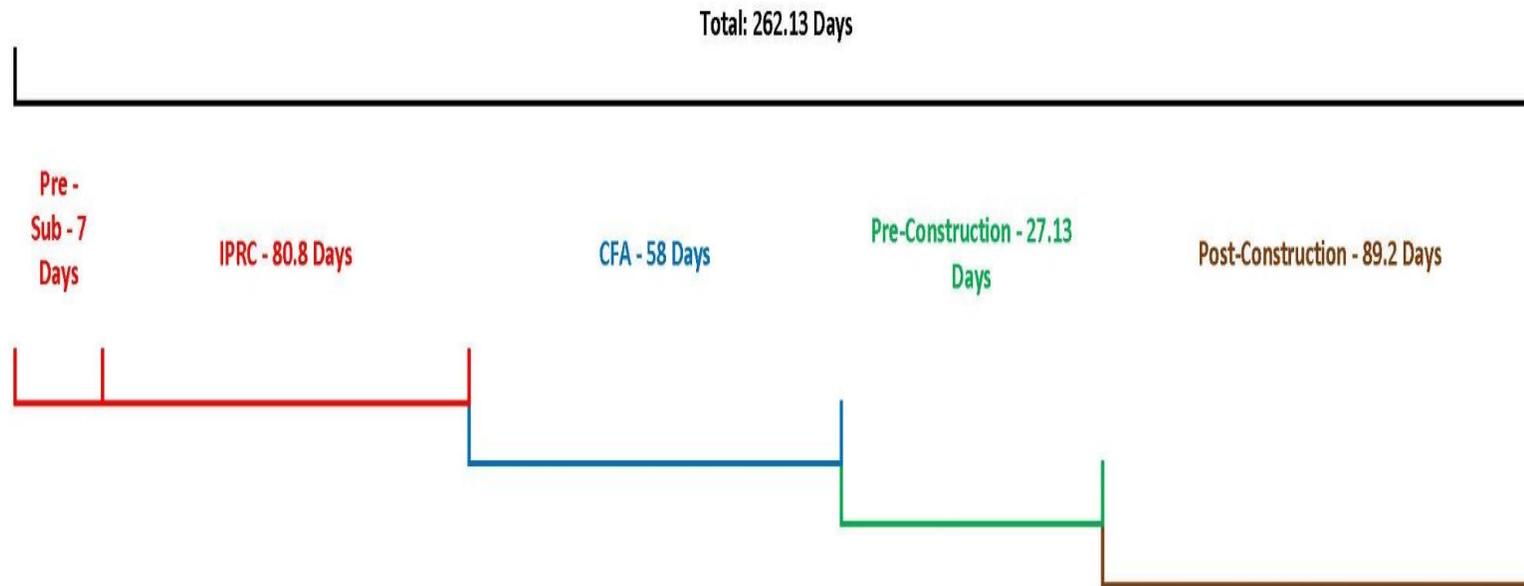
Interdepartmental Process Improvement

The City Manager's Office has initiated an interdepartmental conversation in an effort to identify ways to improve the development process based on concerns expressed by the Mayor, Council, and external development stakeholder groups



Where we were at:

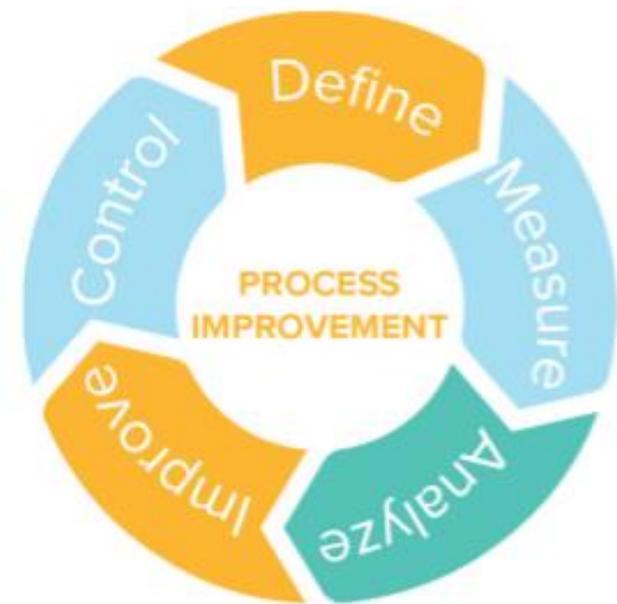
*Old Development Process: Average **262** days from Pre-Sub to Post Construction*



How did we change the process?

Infrastructure Delivery Lean Six

The City of Fort Worth Planning & Development Project Facilitation Office developed and led a Lean Six Sigma Project aimed at streamlining the City of Fort Worth Developer-Lead Infrastructure Delivery Process, including but not limited to the CFA Process.



And now...

New Development Process: **Average 71 days from Pre-Sub to Pre-Construction!**



- **172 total projects** under the new system
 - **117 projects** have submitted for 1st review
 - **77 projects** have been through compliance review and were approved
 - 66/77 of these projects were approved after the 1st compliance review
 - **24 Projects** have gone to construction
 - **Presub Average-7 Days**
 - **IPRC Average-53 Days**
 - **CFA Average-5 Days**
 - **Pre Con Average-6 Days**
 - **Total Process Average-71 Days** (we allotted roughly 80 days for this portion of process)
 - **2 projects** are complete
 - **Post Construction Average- 18 Days**

Let's talk about the CFA submittal process



CFA Submittal – What do I need to do?

1. **Attend Pre-Submittal meeting**
2. **Provide CFA Application Packet to the Development Coordination Office (CFA)**
 - Application
 - \$1750.00 admin fee
 - Vicinity Map / Site Plan
 - CFA Exhibit for each category of infrastructure
 - Corporate Resolution / Signature Authority Letter



Financial Guarantees

When submitting for a CFA, you will be asked to provide a Financial Guarantee. This ensures that adequate financial coverage will be provided to the City if the project is not completed due to unforeseen circumstances.

There are currently 6 types of acceptable Financial Guarantees:

- | | |
|--------------------------------------|---|
| 1. Cash Escrow Deposit | (125% of Total Construction Costs) |
| 2. Escrow Pledge Agreement | (125% of Total Construction Costs) |
| 3. Development Bond | (125% of Total Construction Costs) |
| 4. Letter of Credit | (125% of Total Construction Costs) |
| 5. Completion Agreement | (100% of Total Construction Costs and HOLDS PLAT) |
| 6. Statement of Appropriated Funding | (Governmental Entities Only) |

New CFA Review Process Overview

1. Completed CFA application packet is turned in to CFA Office or via Accela Citizen Access prior to IPRC 1st Review
2. CFA application is electronically routed by CFA Office to ACM for review and signature
3. Review of CFA Exhibits by PM and Water
4. Approved CFA Exhibits and Final Bid Costs signed by the contractor are provided to CFA Office by the assigned City of Fort Worth Project Manager in Accela Automation
5. CFA Office Staff drafts the CFA and provides consultant with the final costs for Material Testing & Inspection fees and final amount for selected Financial Guarantee as well as any missing documentation required to route the CFA electronically (IE: Signature Authority, S.O.S documents, Etc;)
6. CFA Office receives payment for Material Testing and Inspection fees and also receives the requested supporting documentation needed to route the CFA

New CFA Review Process – Cont'd...

6. CFA Office routes CFA electronically as follows:

- I. Consultant for approval
- II. Signatory as signer
- III. CFA office as signer
- IV. CFA office manager as signer
- V. City Attorney as signer
- VI. City Manager Office as signer
- VII. City Secretary as signer

7. The CFA is executed once it is returned electronically from the officials listed on item #6

8. IPRC and various City staff are notified of CFA execution



What does this mean to me?

Community Facilities Agreements (CFA) are now processed through a new permitting software called **Accela Automation**. Effective July 23, 2018, CFAs can be applied for online by visiting:

<https://accela.fortworthtexas.gov/citizenaccess/>

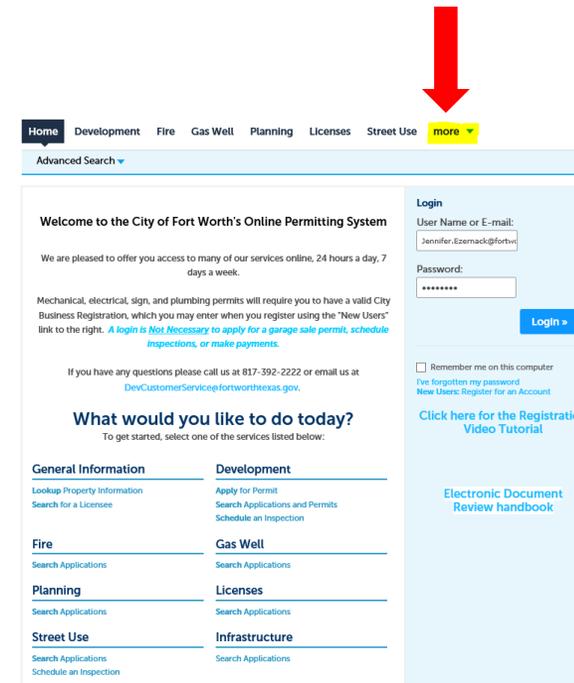
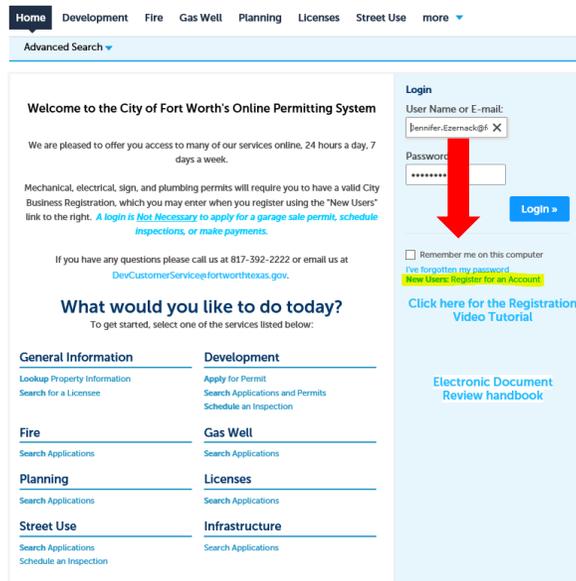
- This provides a “One Stop Shop” for Developers and Consultants that will be submitting IPRC and CFA projects.
- This is the same software used when submitting for Building Permits, Trades Permits, Plats, and Fire Permits online!



How do I navigate Accela Automation Citizen Access?

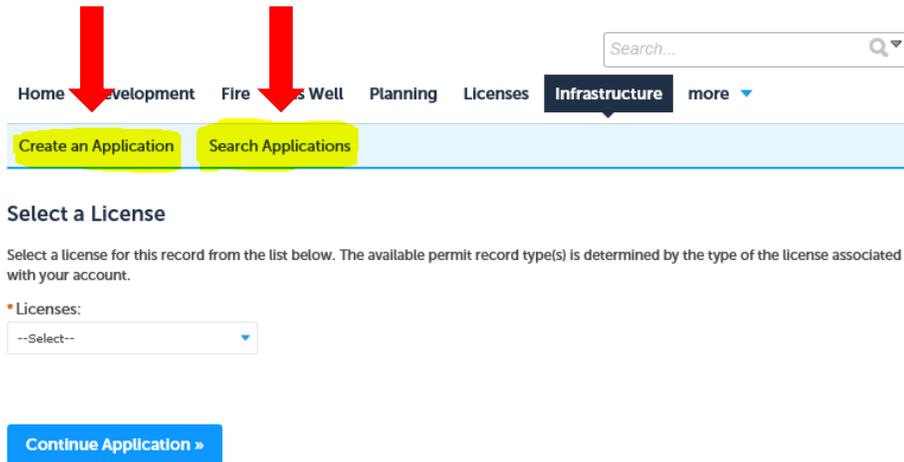
1. Visit <https://accela.fortworthtexas.gov/citizenaccess/>
2. Register for an Account by clicking ***New Users: Register for an Account***

3. Select **Infrastructure** under the **more** tab

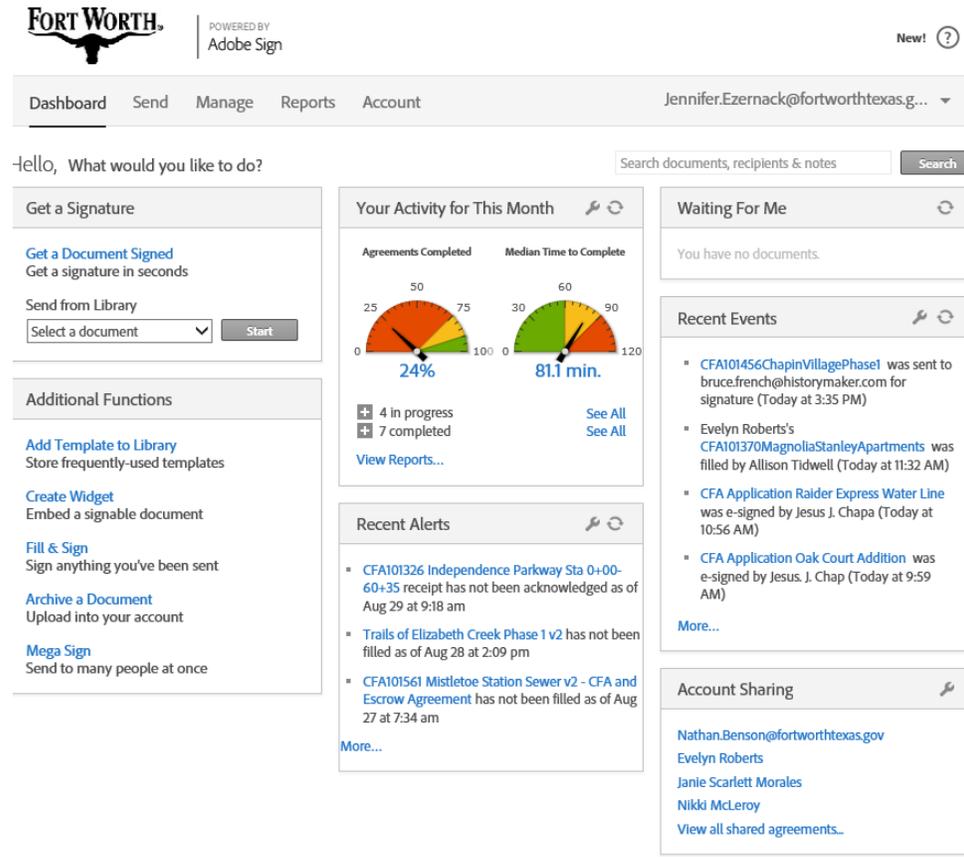


How do I navigate Accela Automation Citizen Access? Cont'd...

4. Create or Search for CFA Applications



Now let's take a look at the electronic routing process!



FORT WORTH | POWERED BY Adobe Sign New! ?

Dashboard Send Manage Reports Account Jennifer.Ezernack@fortworthtexas.g...

hello, What would you like to do? Search documents, recipients & notes

Get a Signature

[Get a Document Signed](#)
Get a signature in seconds

Send from Library

Your Activity for This Month

Agreements Completed: 24%
Median Time to Complete: 81.1 min.

4 in progress
7 completed
[View Reports...](#)

Waiting For Me

You have no documents.

Recent Events

- CFA101456ChapinVillagePhase1 was sent to bruce.french@historymaker.com for signature (Today at 3:35 PM)
- Evelyn Roberts's CFA101370MagnoliaStanleyApartments was filled by Allison Tidwell (Today at 11:32 AM)
- CFA Application Raider Express Water Line was e-signed by Jesus J. Chapa (Today at 10:56 AM)
- CFA Application Oak Court Addition was e-signed by Jesus. J. Chap (Today at 9:59 AM)

[More...](#)

Recent Alerts

- CFA101326 Independence Parkway Sta 0+00-60+35 receipt has not been acknowledged as of Aug 29 at 9:18 am
- Trails of Elizabeth Creek Phase 1 v2 has not been filled as of Aug 28 at 2:09 pm
- CFA101561 Mistletoe Station Sewer v2 - CFA and Escrow Agreement has not been filled as of Aug 27 at 7:34 am

[More...](#)

Account Sharing

Nathan.Benson@fortworthtexas.gov
Evelyn Roberts
Janie Scarlett Morales
Nikki McLeroy
[View all shared agreements...](#)

Additional Functions

[Add Template to Library](#)
Store frequently-used templates

[Create Widget](#)
Embed a signable document

[Fill & Sign](#)
Sign anything you've been sent

[Archive a Document](#)
Upload into your account

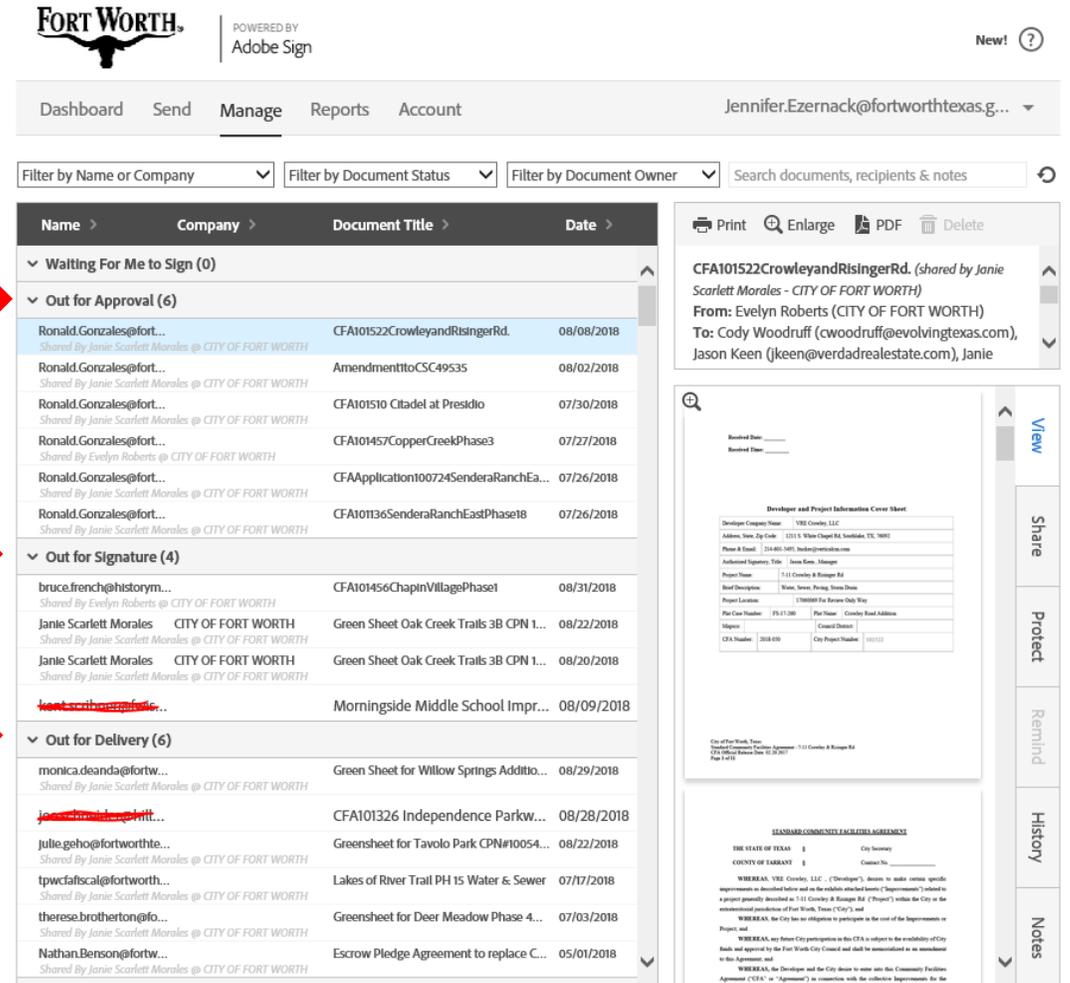
[Mega Sign](#)
Send to many people at once



What happens to my contract after City Staff has routed it for execution?

Once routed, Adobe e-Sign allows the CFA Office Staff to quickly view agreements they've routed and where *exactly* the contracts are in the routing process. They are also able to send electronic reminders to those who are needing to sign as well as delegate to other parties if ever needed.

NO more hunting down paper contracts!

FORT WORTH POWERED BY Adobe Sign New! ?

Dashboard Send **Manage** Reports Account Jennifer.Ezernack@fortworthtexas.g...

Filter by Name or Company Filter by Document Status Filter by Document Owner Search documents, recipients & notes

| Name | Company | Document Title | Date |
|------------------------------|--------------------|---|------------|
| ▼ Waiting For Me to Sign (0) | | | |
| ▼ Out for Approval (6) | | | |
| Ronald.Gonzales@fort... | CITY OF FORT WORTH | CFA101522CrowleyandRisingerRd. | 08/08/2018 |
| Ronald.Gonzales@fort... | CITY OF FORT WORTH | AmendmenttoCSC49535 | 08/02/2018 |
| Ronald.Gonzales@fort... | CITY OF FORT WORTH | CFA101510 Citadel at Presidio | 07/30/2018 |
| Ronald.Gonzales@fort... | CITY OF FORT WORTH | CFA101457CopperCreekPhase3 | 07/27/2018 |
| Ronald.Gonzales@fort... | CITY OF FORT WORTH | CFAApplication100724SenderaRanchEa... | 07/26/2018 |
| Ronald.Gonzales@fort... | CITY OF FORT WORTH | CFA101136SenderaRanchEastPhase18 | 07/26/2018 |
| ▼ Out for Signature (4) | | | |
| bruce.french@historym... | CITY OF FORT WORTH | CFA101456ChapinVillagePhase1 | 08/31/2018 |
| Janie Scarlett Morales | CITY OF FORT WORTH | Green Sheet Oak Creek Trails 3B CPN 1... | 08/22/2018 |
| Janie Scarlett Morales | CITY OF FORT WORTH | Green Sheet Oak Creek Trails 3B CPN 1... | 08/20/2018 |
| Janie Scarlett Morales | CITY OF FORT WORTH | Morningside Middle School Impr... | 08/09/2018 |
| ▼ Out for Delivery (6) | | | |
| monica.deanda@fortw... | CITY OF FORT WORTH | Green Sheet for Willow Springs Additio... | 08/29/2018 |
| Julie Geho | CITY OF FORT WORTH | CFA101326 Independence Parkw... | 08/28/2018 |
| Julie Geho | CITY OF FORT WORTH | Greensheet for Tavolo Park CPN#10054... | 08/22/2018 |
| tpwcfalscal@fortworth... | CITY OF FORT WORTH | Lakes of River Trail PH 15 Water & Sewer | 07/17/2018 |
| theresebrotherton@fo... | CITY OF FORT WORTH | Greensheet for Deer Meadow Phase 4... | 07/03/2018 |
| Nathan.Benson@fortw... | CITY OF FORT WORTH | Escrow Pledge Agreement to replace C... | 05/01/2018 |

Print Enlarge PDF Delete

CFA101522CrowleyandRisingerRd. (shared by Janie Scarlett Morales - CITY OF FORT WORTH)

From: Evelyn Roberts (CITY OF FORT WORTH)

To: Cody Woodruff (cwoodruff@evolvingtexas.com), Jason Keen (jkeen@verdarealestate.com), Janie

Received Date: _____

Received Date: _____

Developer and Project Information Cover Sheet

Developer Company Name: VBE Condos, LLC

Address, State, Zip Code: 1111 S. Wiley Chapel Rd, Southlake, TX, 76081

Phone & Email: 214-481-5491, hudson@vbecondos.com

Authorized Signatory, Title: Jason Keen, Manager

Project Name: 111 Condos & Storage Rd

Site Description: New, Green, Single, Green, Green

Project Location: 17900000 For Service Club Way

Plot Case Number: PS 17-300 Plot Year: Condos Road Address

Mapset: _____ Created Date: _____

CFA Number: 2018-010 City Project Number: 00112

City of Fort Worth, Texas
Standard Community Facilities Agreement 1111 Condos & Storage Rd
Page 1 of 1

STANDARD COMMUNITY FACILITIES AGREEMENT

THE STATE OF TEXAS City Secretary

COUNTY OF TARRANT Contract No. _____

WHEREAS, VBE Condos, LLC, ("Developer"), desires to make certain specific improvements as described below and as the exhibit attached hereto ("Improvements") related to a project presently described as 1111 Condos & Storage Rd ("Project") within the City or the jurisdictional jurisdiction of Fort Worth, Texas ("City"); and

WHEREAS, the City has an obligation to participate in the cost of the Improvements or Project; and

WHEREAS, any Street City participation in this CFA is subject to the execution of City bonds and approved by the Fort Worth City Council and shall be memorialized as an amendment to this Agreement; and

WHEREAS, the Developer and the City desire to enter into this Community Facilities Agreement ("CFA" or "Agreement") in connection with the collective Improvements for the

The best thing about adobe e-Sign?



POWERED BY
Adobe Sign



CFA Application [REDACTED]
[REDACTED] between
CITY OF FORT WORTH and
Jesus J. Chapa is Signed and
Filed!

To: Jennifer.Ezernack@fortworthtexas.gov and Jesus J. Chapa

Attached is a final copy of CFA Application Raider Express Water Line.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your online account.

Once the contract has been signed by all necessary parties, each participant receives a immediate automatic e-Mail copy of the document for free downloading!

Talk about **FAST!**



What happens after my construction has been completed?



Project Closing / Final Reconciliation process

Once the project has reached completion, the CFA office staff works to gather all necessary data needed to justify final closing of the project. This includes, but isn't limited to, a final reconciliation of the fees.

The CFA closing process is as follows:

1. CFA Office receives electronic copy of the Green Sheet
2. CFA Office gathers supporting documents needed to justify the closing such as Final Lien Waivers
3. CFA Office reconciles Material Testing and Inspection fees against previous payments that were made
4. CFA Office collects fees due or issue refunds for any overpayments (if any)
5. Financial Guarantee is released (If Completion Agreement, Plat Hold(s) is released)
6. Accela is updated with the closing of the CFA project



What's Next?

- CFA Policy Review
- Final Lien Waiver Review



Questions?

Janie Morales (817) 392-7810
Evelyn Roberts (817) 392-2025
Jennifer Ezernack (817) 392-2737
Nathan Benson (817) 392-2053
Laurie Lewis (817) 392-2600
D.J. Harrell (817) 392-8032



Here to help

Thank you

